

## **EXHIBIT A**

**CITY OF MORGAN HILL**

**DECEMBER, 1997**

### **CITY MANAGER**

#### **DEFINITION:**

The City Manager holds an exempt position appointed by the City Council and acting under their direction and control. The City Manager directs and manages department directors and provides services to the City Council, City Commissions, and other elected and appointed City officials, City Staff and the public.

#### **CLASS CHARACTERISTICS:**

The City Manager's position carries full responsibility as the administrative head of the City government. The incumbent is responsible for appointing and directing any and all officers and employees of the City, including management and supervisory staff, but excluding the City Attorney, City Clerk, and City Treasurer. As chief administrator for the City, the City Manager holds office at and during the pleasure of the City Council utilizing such services and facilities as the City Clerk, City Treasurer, and the City Attorney.

#### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. See that all laws and ordinances of the city are duly enforced and that all franchises, permits, licenses and privileges granted by the City are faithfully performed and observed.
2. Perform all financial and accounting duties imposed on the City Clerk and Purchasing Agent pursuant to the Morgan Hill Municipal Code.
3. Control, order and direct all heads of departments, and subordinate officers and employees of the City under the City Manager's jurisdiction through their department directors.
4. Appoint, discipline, and dismiss any and all officers and employees of the City, with few exceptions.
5. Attend all meetings of the City Council.
6. Make recommendations and reports concerning adoptions of measures and ordinances, or, as the City Council may desire and/or request.
7. Keep the City Council fully advised at all times as to the financial conditions and needs of the City.

## **City Manager**

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

8. Prepare and submit the City's operating and capital budget to the City Council and administer it after adoption.
9. Investigate the affairs of the City and any department or division thereof and all complaints in relation to matters concerning the administration of the government and pertaining to the City.
10. See that all franchises, permits and privileges granted by the City are faithfully observed.
11. Execute general supervision over all public buildings, parks, streets and other public property which are under the control and jurisdiction of the City Council.
12. Serve as the Director of Emergency Services though the day to day function may be delegated.
13. Serve as the Personnel Officer, including labor relations, for the City though day to day function may be delegated.
14. Serve as the Executive Director of the Morgan Hill Redevelopment Agency.
15. Perform such duties and exercise such other powers as may be delegated to him/her from time to time by ordinance, resolution or other action of the City Council.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Purchase supplies for all departments or divisions of the City.
2. Receive and open all official mail and communications addressed either to the mayor or to the City Council.
3. Sign instruments on behalf of the City as provided for in the municipal code and whenever authorized by the City Council.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Organization and functions of City government and current trends and recent developments in management.
2. Laws and regulations, principles and practices regarding City management, budget, finance, and public personnel administration.

## **City Manager**

### **Knowledge of (Continued):**

3. General knowledge of other aspects of City management, such as, police, fire, public works, parks and recreation, personnel and planning/land use.
4. Customer relations, effective employee supervision and management techniques.

### **Skill in:**

1. Handling citizen complaints and difficult customers.
2. Developing and maintaining effective working relationships with those contacted in the course of the work.
3. Researching, and documenting varied informational materials and compiling periodic or special reports for the purpose of producing greater efficiency and economy in the City government.
4. Budgetary preparation and control.
5. Studying systems and procedures and proposing improvements and simplifications.
6. The use of computer assisted management information systems.
7. Analyzing problems and exercising sound judgement in developing recommendations for solution.
8. Presenting ideas, facts and recommendations effectively in writing and orally.

### **Ability to:**

1. Rapidly learn the specific procedures and systems used in the City Manager's Office.
2. Plan, organize and manage the activities of the City under the policy guidance and direction of the elected officials of the City.
3. Develop, present, and gain acceptance of program plans and organizations and funding recommendations to carry them out.
4. Plan, organize and supervise the work of subordinates.
5. Work on assignments that are complex in nature, where judgment is required in resolving problems and making recommendations.
6. Conduct work in a manner that supports a team effort to resolve differences, find solutions to problems and foster public support for the City.

## **City Manager**

### **Ability to (Continued):**

7. Establish and maintain effective working relationships with Mayor, City Council, subordinates, representatives of other agencies, business and community groups and the general public.
8. Attend any and all meetings of any commission or board created by the City Council upon his/her own volition or upon direction of the City Council.

### **JOB REQUIREMENTS:**

1. Four-year degree in Public Administration or Business Administration.
2. Advanced degree in Public Administration or Business Administration highly desired.
3. At least four years of department head experience, that has included experience in personnel and finance.
4. Must be a resident of the City of Morgan Hill, or become a resident within one hundred eighty days after time of appointment.
5. Cooperate fully with the members of all commissions, boards or committees appointed by the City Council.
6. Expertise in financial management, economic development, land use issues, and intergovernmental cooperation.
7. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Copy machines
4. Fax machines
5. Calculator
6. Telephone
7. Typewriter
8. Answering machine
9. Automobile
10. Pager
11. Cellular telephone
12. Presentation equipment (projectors, easels, etc.)

## **City Manager**

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Use of fingers/Manual dexterity
6. Lifting up to 35 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

1. Indoors: normal office conditions, 60% of the time  
Travel: to other office settings, 40% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels